

ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)		20 OCT 1986
1. EXA/DA	Initials	Date
2. DDA	<i>[Signature]</i>	20 OCT 1986
3.		20 OCT 1986
4.		
5. <i>[Signature]</i> (HOLD)		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

31 October - 1400-1500

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

8041-102

* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

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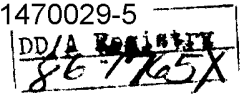
TRANSMITTAL SLIP		DATE
TO: DDA		
ROOM NO.	BUILDING	
REMARKS:		
SPED/ESG/OIT-0 GE31 Headquarters		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO.
1 FEB 56 241

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)


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~~C O N F I D E N T I A L~~

15 OCT 1986

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM: 

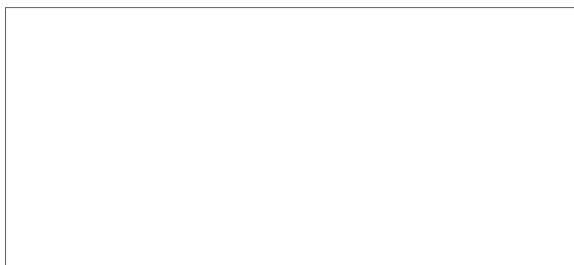
25X1 SUBJECT:  Meeting

25X1 1. I appreciate your agreement to speak at the 
25X1  Chiefs' Conference. You are scheduled for 
1400-1500 on 31 October in the DDA Conference Room.

2. You are, of course, free to speak on any subject of interest to you, but I wish to note that Bob Magee has agreed to speak and he will be talking about the new retirement plan, secretarial banding, and other personnel issues. Since one of the purposes of our meeting is to reacquaint our senior field personnel with some of the larger issues and because you always seem to have very pertinent ideas and information on these issues, I invite you to think in these terms.



100-20



~~C O N F I D E N T I A L~~